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1. RELEASE OF EMPLOYEE INFORMATION

- A. Employees will not provide any information regarding the employment record of any past or present employee to any individual or agency outside the Department.
 - All requests for such information will be referred to FMB.
- B. Employees will not release personal information (home address, phone number, birth date, social security number, or pager/cellular phone number) of any employee except to a member of the Department.
 - (1) If an employee requests personal information about another employee by telephone, the person taking the call will take the name and telephone number of the requester, put the caller on hold, call the employee about whom the information is being requested, and give them the name and phone number of the person requesting the information.
 - (2) The person requesting the information will be advised the contact information was passed on and the requester will be contacted by the employee.
 - (3) If a message was left for the employee about whom the information was being requested, the requester will be advised a message was left.

2. PHOTOGRAPHS OF DEPARTMENT EMPLOYEES

- A. **All** Department employees and others as designated by the Police Chief will have their identification and publicity photographs taken by the Strategic Information Bureau (SIB) upon initial hiring, promotion, and at five-year intervals thereafter.
- B. An employee from the Public Affairs Bureau (PAB) will photograph sworn personnel the rank of commander or above and civilian bureau administrators.
- C. All sworn personnel and uniformed civilians will have four pictures taken as follows:
 - Two with number board
 - Two without number board
- D. Non-uniformed civilian employees and those persons designated by the Police Chief for honorary identification cards will have two pictures taken as follows:
 - One with number board
 - One without number board
- E. Number Boards
 - (1) The number board that is used will indicate the individual's serial number and the date the photograph was taken.
 - (2) Individuals who have no serial number and are designated for an identification card by the Police Chief will have their last name and first initial placed on the board.
- F. It will be the responsibility of each bureau/precinct commander/administrator to schedule suitable times with SIB for their personnel to be photographed.

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3. **CONDUCTING STAFF MEETINGS** - The following guidelines are recommended to standardize procedures for conducting Department staff meetings.
 - A. The Enlightened S.A.R.A. (scanning, analysis, response, assessment) model should be used for all Department staff presentations and meetings.
 - The template with instructions for use can be found on the Department's web site.
 - B. Meeting Procedures - The following procedures apply to all divisions, bureaus, and precincts.
 - The meeting should have a designated leader.
 - An agenda should be prepared and followed.
 - The agenda should include the approximate time allowed for each item.
 - Minutes should be taken in decision-making meetings.
 - When minutes are taken, copies of the minutes should be sent to each attendee and to the next higher level of command.

4. **CORRECTION MEMORANDUMS**
 - A. The purpose of the [Correction Memorandum Form 80-6D](#) is to provide supervisors with documented information on errors made by employees in the completion of IRs.
 - B. This information will be used to improve performance and to provide a source for determining individual and Department training needs.
 - C. The memorandum will be initiated by a supervisor, or an employee designated by a supervisor, to review reports and will be forwarded through normal paperwork channels to the employee's supervisor.
 - (1) The employee's supervisor will review the memorandum to verify the error.
 - (2) Once an error has been verified, the supervisor will review the memorandum with the employee, enter the action taken to correct the error on the memorandum, and have the employee sign the form.
 - (3) When a verified error points to a training need, a copy of the memorandum listing the corrective action taken will be sent to the Training Bureau for review, analysis, and appropriate action.
 - Problems noted by the Training Bureau relative to form construction and use will be referred to the Policy Unit.
 - (4) The memorandum will be kept by the employee's immediate supervisor and forwarded with the employee when a transfer occurs.
 - (5) The memorandum will be purged following the employee's next Performance Management Guide (PMG).

5. **RESTITUTION FROM SUSPECTS**
 - A. The Department will attempt to recover the cost of damages from persons known to have damaged or destroyed property belonging to, or reimbursed by the Department, when the amount of damage exceeds \$100.
 - B. This procedure will be handled as a civil matter and will not serve as a substitute for criminal prosecution.



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 - C. Restitution for accidental or intentional damage/destruction of police vehicles and radios is the responsibility of the Equipment Management Division of the Public Works Department.
 - D. Restitution from known suspects for accidental or intentional damage/destruction of Department property and reimbursable employee-owned property will be accomplished as listed below and includes property of a third party damaged/destroyed by a suspect if the third party was reimbursed by the City.
 - (1) When Department or employee-owned property is damaged or destroyed by a known suspect, a supervisor will be called to the scene.
 - (2) The supervisor will:
 - (a) Assign an officer to write the appropriate IR, such as criminal damage, aggravated assault, or resisting arrest.
 - (b) Review the report for completeness and determine whether or not the suspect should be held financially responsible for the damage.
 - (c) If Department property is damaged or destroyed, obtain from the follow-up detective the value of the damage/destruction.
 - (d) If employee-owned property is damaged or destroyed, ensure that the provisions of [Operations Order 4.1.00, Uniform Policy](#), are followed.
 - (e) If property owned by a third party is damaged or destroyed, ensure a Damaged Property Report is completed via BlueTeam, and details of what, and how, the property was damaged are documented in the incident summary section of the report.
 - (f) Photographs of the damaged property will be taken and processed/stored as outlined in [Operations Order 5.8.05, Photographs and Audio/Video Recording Procedures](#).
 - Link photographs of the damaged property, in the BlueTeam report, using the URL from WebXtender.
 - E. If employee-owned property is damaged or destroyed and the amount of damage is \$100 or less, the provisions of [Operations Order 4.1.00, Uniform Policy](#), will be followed so the employee can be reimbursed by the Department.

6. CHANGE OF STATUS TO DRIVER LICENSE

- A. When employees receive notice that their driver license status has been restricted, cancelled, disqualified, suspended, revoked, or refused by a court of law, an authorized law enforcement officer, or a state agency that regulates motor vehicles and/or driver licenses (State of Arizona Motor Vehicle Division), they will **immediately** notify a Department supervisor and forward a memorandum indicating the details during the next scheduled shift.
- B. Employees who are unable to perform their normally assigned duties because the status of their driver license has been changed (as noted in section 9.A of this order), will not be allowed to drive a vehicle under any circumstances.
 - (1) If the license status change is for 30 calendar days or less, the employee may be considered for assignment to an existing non-driving position provided the assignment does not involuntarily displace any other employee.

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6. B. (2) If the license status change is for 31 calendar days or more, the employee will be placed on a leave of absence at the discretion of the Police Chief.
 - (a) If the leave of absence (previously accrued vacation, compensation time, and/or unpaid leave) is approved by the Police Chief, the employee will have up to 60 days to seek a transfer to an existing non-driving position.
 - (b) If the leave of absence is not approved by the Police Chief or the employee fails to secure a non-driving position at the end of the 60 days, the employee will be terminated.

7. **EMPLOYEES SUBJECT TO ORDERS OF PROTECTION OR OTHER COURT ORDERS**

- A. Employees will notify their supervisor immediately if they are served with **any** court order or have another party served with a court order: for example, Order of Protection or Injunction Against Harassment.
 - This applies to court orders that are issued based on domestic violence, harassment, stalking, or any other similar misconduct.
- B. Employees who have been served with an Order of Protection must abide by the provisions of the court order until the order is quashed, modified, or expired.
- C. Employees will provide their supervisor with a copy of the court order and a memorandum providing information surrounding the service of the order:
 - Date
 - Time
 - Location
 - Method of service
- D. The supervisor will forward the memorandum and a copy of the court order through the chain of command to the Legal Unit.
- E. Based on the severity of the situation, an investigation may be initiated by the Professional Standards Bureau (PSB) or the employee's supervisor.
- F. After consultation between the Department's legal staff and the employee's chain of command, decisions regarding the Department's actions concerning the court order will be taken on a case-by-case basis.
- G. Order of Protection - [Arizona Revised Statute \(ARS\) 13-3602](#) - (Prohibited Possessor)
 - (1) States any person who has been served with an Order of Protection may be prohibited from possessing or purchasing a firearm for the duration of the order and may be ordered to transfer a Department-issued firearm to the appropriate law enforcement agency for the duration of the court order if the court finds the person may inflict bodily injury or death on the plaintiff.
 - (2) If an employee (sworn or civilian) has been served with an Order of Protection and the issuing court indicates the employee will be prohibited from possessing a firearm, the employee will not be allowed to possess a firearm on or off duty for the duration of the order unless the employee obtains a modified order permitting possession of a firearm.
 - The exceptions set forth in the Federal Crime Control and Law Enforcement Act of 1994, which allows an officer to possess a firearm on duty, do not apply to this law.
 - (3) The employee will be assigned to a non-enforcement position for a 14-day period to appeal the order or to have the order amended.

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7. G. (4) An employee submitting an appeal on an Order of Protection should act promptly in order to resolve the situation within 14 days.
 - (5) Once an appeal has been filed, the court must schedule a hearing within ten days.
 - (6) If the employee cannot resolve the situation within 14 days, the employee will be required to use vacation and/or compensatory leave time after the 14-day grace period.
 - Compensatory time will only be used upon the employee's request.
 - (7) The supervisor will take possession of any City-issued weapons that employees have in their possession.
 - (8) Weapons will be returned to Police Supply until the order has been amended or has expired.
8. **FEDERAL LAW - 18 USC 922(G)(8) - (PROHIBITED POSSESSOR)**
- A. The Federal Violent Crime Control And Law Enforcement Act of 1994 prohibits any person from possessing, receiving, transporting, or shipping a firearm or ammunition if such person has been **served with** an Order of Protection or other court order.
 - B. This law applies only if:
 - (1) The court order was issued after a hearing and the person subject to the order received actual notice of the hearing and the person had the opportunity to participate in the hearing.
 - (2) The court order specifically restrains the person subject to the order from harassing, stalking, or threatening an intimate partner of the person, the intimate partner's child, the person's own child, or specifically restrains the person from engaging in conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child.
 - (3) The court order includes a finding that the person subject to the order represents a credible threat to the physical safety of the person's intimate partner or child, or by the order's terms explicitly prohibits the use, attempted use, or threatened use of physical force against the person's intimate partner or child that would reasonably be expected to cause bodily injury.
 - C. This law affects police officers subject to Orders of Protection while off duty, including working off-duty.
 - (1) Sworn employees who are subject to an Order of Protection, or other court orders that meet the criteria in section B above, will not work off-duty when it is required they be armed.
 - (2) The employee's supervisor, in consultation with the Legal Unit, will review the order to determine if all three of the above listed conditions exist and whether the employee's privileges to work off-duty are suspended.
 - (3) Affected employees will, at the end of their assigned shift, give to their immediate supervisor any Department-issued weapon/s they are authorized to carry while on duty.
 - (a) The supervisor will take possession of the weapon/s and secure and retain the weapon/s until the start of the employee's next assigned shift when the weapon/s will be returned to the employee.
 - (b) Each bureau/precinct will be responsible for a safe and secure location for the temporary storage of the weapon/s.
 - (c) Employees will only be allowed to possess weapons while on duty during the period of time the Order of Protection remains in effect.

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9. **EMPLOYEE-INVOLVED DOMESTIC VIOLENCE**

- A. The Department will investigate all criminal acts committed by employees, including DV; however, it is the intent of the Department to provide employees and family members with information designed to educate and prevent DV incidents from occurring.
- (1) Education may be accomplished through supervisor, recruit, field, and in-service training on a variety of DV topics, including warning signs and victim safety.
 - (2) Preventative measures are available to all employees and family members through the benefits offered by the City and Department Employee Assistance Program (EAP) and/or consulting the Department's Employee Assistance Unit (EAU) for additional resources.
- B. Criminal incidents of DV involving employees of the Department will be immediately investigated administratively and criminally by the appropriate entities.
- (1) Criminal incidents will be referred to the Special Investigations Detail (SID) for review by contacting the FIB commander or designee.
 - (2) Officers who respond to a call for service and learn the alleged suspect or investigative lead in the criminal DV case is a Department employee, Fire Department employee, or supervisory level of any other City department, will immediately notify their direct supervisor or the on-duty supervisor in the event their supervisor is not available.
 - (a) The supervisor should respond to the scene if available, obtain the facts of the investigation, make notification through their chain of command as necessary, and contact the on-call SID supervisor. If SID responds, the supervisor will provide a briefing to the responding SID sergeant and detective/s.
 - (b) Contact or notification with the involved employee's chain of command will not occur before contact with SID (includes Fire Department personnel).
 - (3) If the facts of the case indicate DV has occurred or any Department policies have been violated, appropriate administrative action will be taken independent of any criminal proceedings.
- C. Although behavior problems sometimes require professional treatment, patterns of problematic behavior, such as aggressiveness, abusiveness, and declining work performance, may indicate other underlying problems both on and off the job. If supervisors recognize a pattern of problematic behavior, the behavior will be addressed through discussion with the employee and an appropriate course of action will be taken for each situation.
- D. All employees are encouraged to take personal responsibility in seeking confidential assistance as offered by the City and Department to prevent the escalation of DV situations.

10. **EMPLOYEE INVOLVED MISDEMEANOR DOMESTIC VIOLENCE** - Employees will notify their immediate supervisor as soon as possible when they have been arrested or become a suspect in a misdemeanor domestic violence incident.

A. Employee Disposition	<u>Administrative Leave</u> - Employees may be placed on paid or unpaid administrative leave. <u>Work Assignment</u> - Depending on the severity of the crime, employees may: - Work the same position until the investigation is concluded, or - Be reassigned to a non-enforcement position for the duration of the investigation
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10. **EMPLOYEE INVOLVED MISDEMEANOR DOMESTIC VIOLENCE** (continued)

B. Notification Responsibilities	<u>If Convicted of Misdemeanor Domestic Violence:</u> - The employee will submit a memorandum through their chain of command to the Legal Unit explaining the circumstances, even if the employee is unsure whether they have been convicted. - The employee will attach a copy of the judgment of conviction to the memorandum, if available. - The compelled information or evidence gained from a memorandum prepared by an employee for the purpose described above cannot be used against them in a criminal action.
C. Prohibited Possessor	Employees will submit a memorandum through their chain of command to the Legal Unit explaining the circumstances that cause them to believe they are a prohibited possessor under the Order of Protection ARS 13-3602 law, the Federal Violent Crime Control Act of 1994 (see sections 10 and 11 of this order), or ARS 13-3101.
D. Department-Issued Firearms, Badge, Commission Card	Depending on the severity of the crime or if the employee becomes a prohibited possessor: - The employee will immediately relinquish their Department-issued firearm/s, ammunition, and badge/commission card to their immediate supervisor. - Firearm/s will be returned to Police Supply pending resolution of the employee's status. - If the employee is reinstated to full duty status, Department-issued firearm/s, ammunition, and badge/commission card will be reissued to them.
E. Duty Status/Resolution of Conviction	A person will not be considered to have been convicted of a misdemeanor domestic violence offense for the purposes of federal law if the conviction has been expunged or set aside, or is an offense for which the person has been pardoned, unless the pardon expressly provides the person may not ship, transport, possess, or receive firearms and/or ammunition. - Employees will have no more than <u>six</u> months from the date of conviction to resolve their case. - If the case is not resolved in this time period, termination will be mandatory. - Employees who become prohibited possessors per ARS 13-3101 will not be allowed to work until they have exhausted all of their existing compensatory and vacation leave hours. - Upon exhausting all available leave time, the affected employee may be considered for assignment in an existing non-enforcement assignment, provided the assignment does not displace any other employee. - If job placement is not possible, the Police Chief may approve an unpaid leave of absence request based upon work demands of the Department. - If leave is not possible, the employee will be terminated. - This includes all employees (sworn or civilian) convicted of a misdemeanor domestic violence crime, where handling firearms and/or ammunition is part of their job duties.

11. **EMPLOYEE INVOLVED MISDEMEANOR CRIME** - Employees will notify their immediate supervisor as soon as possible when they have been arrested or become a suspect in a misdemeanor criminal incident.

A. Employee Disposition	<u>Administrative Leave</u> - Employees may be placed on paid or unpaid administrative leave. <u>Work Assignment</u> - Depending on the severity of the crime, employees may: - Work the same position until the investigation is concluded, or - Be reassigned to a non-enforcement position for the duration of the investigation.
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11. **EMPLOYEE INVOLVED MISDEMEANOR CRIME** (continued)

B. Notification Responsibilities	<u>If Convicted of a Misdemeanor Crime:</u> - The employee will submit a memorandum through their chain of command to the Legal Unit explaining the circumstances, even if the employee is unsure whether they have been convicted. - The employee will attach a copy of the judgment of conviction to the memorandum, if available. - The compelled information or evidence gained from a memorandum prepared by an employee for the purposes described above cannot be used against the employee in a criminal action.
C. Prohibited Possessor	Employees will submit a memorandum through their chain of command to the Legal Unit explaining the circumstances that cause them to believe they are a prohibited possessor under ARS 13-3101.
D. Department-Issued Firearms, Badge, Commission Card	Depending on the severity of the crime or if the employee becomes a prohibited possessor: - The employee will immediately relinquish their Department-issued firearm/s, ammunition, and badge/commission card to their immediate supervisor. - Firearm/s will be returned to Police Supply pending resolution of the employee's status. - If the employee is reinstated to full duty status, Department-issued firearm/s, ammunition, and badge/commission card will be reissued to them.
E. Duty Status/ Resolution of Conviction	- Employees will have no more than <u>six</u> months from the date of conviction to resolve their case. - If the case is not resolved in this time period, termination will be mandatory. - Employees who become prohibited possessors per ARS 13-3101 will not be allowed to work until they have exhausted all of their existing compensatory and vacation leave hours. - Upon exhausting all available leave time the affected employee may be considered for assignment in an existing non-enforcement assignment, provided the assignment does not displace any other employee. - If job placement is not possible, the Police Chief may approve an unpaid leave of absence request based upon the work demands of the Department. - If leave is not possible, the employee will be terminated. - This includes all employees (sworn or civilian) convicted of a misdemeanor crime, where handling firearms and/or ammunition is part of their job duties.

12. **EMPLOYEES INVOLVED FELONY CRIME** - Employees will notify their immediate supervisor as soon as possible when they have been arrested or become a suspect in a felony criminal incident.

A. Employee Disposition	- In serious situations, the Police Chief or his designee may terminate the employee immediately. <u>Administrative Leave</u> - Employees may be placed on paid or unpaid administrative leave. <u>Work Assignment</u> - Depending on the severity of the crime, employees may: - Work the same position until the investigation is concluded, or - Be reassigned to a non-enforcement position for the duration of the investigation.
B. Department-Issued Firearms, Badge, Commission Card	If the employee is placed on administrative leave (paid or unpaid), or reassigned to a non-enforcement position: - The employee will immediately relinquish their Department-issued firearm/s, ammunition, and badge/commission card to their immediate supervisor. - Firearm/s will be returned to Police Supply pending resolution of the employee's status. - If the employee is reinstated to full duty status, Department-issued firearm/s, ammunition, and badge/commission card will be reissued to them.
C. Duty Status/ Resolution of Conviction	- The employee will submit a memorandum through their chain of command to the Legal Unit explaining the circumstances, even if the employee is unsure whether they have been convicted. - If convicted of a felony crime the employee will be terminated.

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13. **EMPLOYEES SUBJECT TO CHILD SUPPORT PAYMENTS** - Employees required to pay child support must abide by the terms of the issuing court as set forth in the terms of the child support agreement.
- A. Sworn employees receiving notification from a court of a hearing date to suspend their Arizona Peace Officer Standards and Training Board (AzPOST) certification due to non-compliance with a child support agreement will notify their supervisor immediately.
- (1) Employees will provide their supervisor with a copy of the following:
- Child support agreement
 - The notification of hearing
 - Memorandum explaining why the employee is not in compliance with the order
- (2) The supervisor will forward these documents through their chain of command to the Legal Unit.
- (3) An investigation of the situation may be initiated by PSB or the employee's supervisor (depending upon the severity of the situation).
- Decisions regarding actions taken by the Department in these matters will be made on a case-by-case basis after consultation with the Legal Unit and the employee's chain of command.
- B. [ARS 25-517](#) and [25-518](#) allow for the suspension of a driver license, recreational license, or professional or occupational license (including AzPOST peace officer certification) for persons who are at least two months behind in making child support payments.
- (1) If an employee's AzPOST peace officer certification has been suspended pursuant to ARS 25-517 and ARS 25-518, the employee will not be allowed to work as a police officer (on or off duty) until their certification has been reinstated.
- (2) The employee will be assigned to a non-enforcement position for 14 days to allow for the employee's appeal of the suspension.
- After 14 days the employee will use vacation and/or compensatory leave time at the employee's request.
 - The supervisor will return the employee's Department-issued weapons to Police Supply pending reinstatement of AzPOST certification.
- (3) If the employee's AzPOST certification is not reinstated, their employment will be terminated.
14. **AzPOST CERTIFICATION**
- A. Definitions
- (1) Revocation - The permanent withdrawal of certified status.
- (2) Suspension - The temporary withdrawal of certified status not to exceed one year.
- (3) Termination - Means the end of employment or service with an agency as a peace officer, either through removal, discharge, resignation, retirement, or otherwise.
- B. AzPOST may suspend or revoke peace officer certification independently of any action taken by an officer's employing agency.

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14. C. The procedures listed below will be used in the event of a proactive suspension or revocation of an employee's peace officer certification by AzPOST.
- Upon a proactive de-certification and/or revocation by AzPOST, the officer will be terminated or may be provided an opportunity to seek a transfer to a non-sworn position.
 - This applies to all AzPOST certified personnel.
- D. If the AzPOST action is a retroactive suspension for only the time the officer served their disciplinary suspension, no action will need to be taken.
- E. Notification Requirements - The termination of employment of any certified police officer, whether voluntary or involuntary, must be reported to AzPOST within 15 days of the officer's termination date.
- F. Termination Procedures - Bureaus/precincts will initiate the following procedures in a timely manner to comply with AzPOST rules as listed above.
- (1) Voluntary Termination - The separating officer's bureau/precinct will forward the employee's memorandum to the Department's human resource officer in FMB.
 - (2) The memorandum will include the circumstances of the resignation, such as:
 - Resignation in lieu of termination or discipline
 - Resignation to pursue outside business interests
 - Resignation to transfer to another law enforcement agency
 - Other pertinent information
 - (3) Involuntary Termination
 - (a) FMB will review the case with the executive assistant chief and, upon approval, will draft a letter to AzPOST recommending revocation of certification as required by AzPOST Rule 13-4-108.
 - (b) The letter, the completed AzPOST Peace Officer Termination Report (AzPOST Form TM), and a separation/discipline notice, if applicable, will then be forwarded to the executive assistant chief.
 - (c) Probationary employees will meet with the executive assistant chief to review the documents and be given the opportunity to dispute the information contained in them prior to forwarding them to AzPOST.
 - (4) The AzPOST form must include:
 - The nature of the termination and effective date.
 - Detailed description of any termination for cause.
 - Detailed description of and supporting documentation for any cause existing for suspension, denial, cancellation, or revocation.
 - Statement recommending the revocation of peace officer certification.
 - Last known address of the individual.

15. **FEDERAL BUREAU OF INVESTIGATION (FBI) SECURITY CLEARANCES**

- A. Employees will meet with their immediate supervisor regarding the need for an FBI security clearance.

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15. B. A memorandum will be submitted through the chain of command indicating the reasons for the employee to apply for the security clearance, and to include job duties and responsibilities.
 - (1) The cost of a security clearance is prohibitive (\$30,000 to \$80,000) and should be a consideration when determining the need for a clearance.
 - (2) An additional factor for determining the need for a security clearance would be how long the employee will occupy the position requiring the security clearance: for example, transfers in the works, promotion, or retirement.
 - C. Once approved by the employee's commander, the memorandum will be forwarded to the Homeland Defense Bureau (HDB) assistant chief for final approval.
 - D. Employees will not contact the FBI directly to request security clearances.
16. **OUTSIDE AGENCY REQUEST FOR GUEST ASSESSORS**
- A. All outside agency requests for employee participation in assessment center/promotional examinations will be forwarded to the Office of Administration (OOA) for coordination of executive approval and scheduling.
 - (1) The executive assistant chief will review the request for approval to schedule a Department employee with an outside agency for assessment purposes.
 - (2) The OOA will coordinate with the requesting agency, contact potential employees to request assistance, and track both the number of assessment requests, approvals, and denials.
17. **ADMINISTRATIVE ASSIGNMENTS**
- A. For purposes of this policy, an employee under an internal investigation may be designated to an administrative assignment and assigned to their permanent residential address listed in the Department's employee roster.
 - (1) The employee's bureau/precinct administrative sergeant/supervisor will become the employee's immediate supervisor.
 - (2) The employee's designated duty hours will be 8 a.m. to 4 p.m. with Saturday and Sunday as non-work days ('N'-days).
 - (3) Employees are not subject to call on designated City holidays or 'N' days.
 - If an employee desires additional holiday pay, a completed holiday sell slip must be submitted to FMB within the time limits.
 - (4) Work assignments will be at the employee's primary residence.
 - (a) The employee is not permitted to leave the primary residence during designated duty hours unless prior supervisory approval has been granted by the immediate supervisor.
 - (b) Personal medical appointments and/or other personal business will be charged to the employee's appropriate leave bank.
 - (5) Employees will honor all court subpoenas.
 - In the event the employee is needed in court, the immediate supervisor will be advised prior to the appearance.

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17. A. (6) Sworn employees will not be permitted to work off-duty in a police capacity.
- (7) Employees will surrender their Department-issued firearm, flat badge, and commission card.
- (8) At the time an employee is assigned to their primary residence on administrative leave, they will be issued a Notice of Administrative Assignment Form 80-571D detailing their work assignment and restrictions.

Last Organizational Review: